

26 JUL 1960

Director of Training

Chief, Records Management Staff

Including Filing Workshops in Agency Training Program

1. Last winter and this spring your Clerical Training Office and members of my Staff conducted 7 Filing Workshops which 311 Agency employees attended (152 DDP, 82 DDI, and 77 DDB). The demonstrated success of these Filing Workshops and the increasing need for better filing practices prompts me to recommend that the Filing Workshops be included in the Office of Training Catalogue as a regular part of the Office of Training Curriculum.

2. Members of my Staff would continue to be available to assist in preparation and presentation of the Filing Workshops. However, I believe Agency personnel and administrators could accurately plan further ahead with more information as to exact time, dates, and standards spelled out for them regularly in your OTR Catalogues and Annual Bulletins.

3. It is my belief, from the 7 Workshops in which I participated, that the files of the 3 major components are sufficiently different to warrant separate Workshops for each component. I also believe enough personnel need to and want to attend such training in filing principles and procedures as to justify the Workshops being conducted twice each year. They could be held during the less crowded periods of your training program, such as May and November.

4. I am personally interested in seeing such training as this Filing Workshop installed in the Agency and will be pleased if you will call on me to assist you in establishing it as a regular part of the Agency's training program.

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Mgt/S/RMS/ [] smb (26 July 1960)

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